



## **Full-Time Building Engineer (Tennis Center)** Oak Brook Park District

**Contact Name:** Amanda Woods

**Contact E-mail:** awoods@obparks.org

**Contact Phone:** 630-645-9539

**Closing Date:**

**Salary:** \$36-\$40/hour

### **Description:**

The Building Engineer is a working supervisor responsible for managing the building operations and custodial staff duties. This includes all building maintenance, facility cleanliness, construction trades, plumbing, mechanical, electrical, snow removal, and maintenance and repair of all Park District systems and equipment. The Building Engineer directly supervises the Lead Custodian position.

### **Hours:**

The Building Engineer is a full-time position working a minimum of 40 hours per week. A typical weekly schedule is Monday - Friday, 5:00 am or 6:00AM – 1:30 or 2:30 pm, including an unpaid 30-minute meal break. This position may require night and weekend work, and regular work hours adjusted accordingly. The Building Engineer is on call during off hours in case of mechanical related emergencies.

### **Essential Job Duties:**

- **Facility maintenance**
  - Plan and execute an annual maintenance plan that includes indoor tennis courts, outdoor tennis courts, facility and equipment maintenance.
  - Maintain a high standard for the overall appearance of the facility with a high degree of quality and attention to detail.
  - Inspect, repair, and maintain mechanical, HVAC, plumbing, electrical, and any other equipment or systems and related components at assigned Park District facilities and recommend in-house or contracted repairs as necessary.
  - Maintain accurate and complete records of maintenance activities and monitor all preventive maintenance contracts.
  - Assist in the creation and implementation of long-term equipment and inventory plans.
  - Manage and directly perform the organization and care of maintenance tools and equipment.

- **Facility cleaning and custodial staff supervision**
  - Directly supervise the Lead Custodian position and oversee the part time custodian position. Prepare payroll and conduct performance appraisals for supervised positions.
  - Assist with and oversee, the cleanliness and maintenance of assigned facility. This includes but is not limited to sweeping and mopping hard surface floor; vacuuming carpets; washing walls, windows, counter tops, appliances and fixtures; and trash removal, ice and snow removal.
  - Complete required inspections and document any necessary facility, equipment and custodial repairs, and follow up correcting any problems.
  - Supervise ordering, monitoring and budgeting of all janitorial supplies. Work with vendors to ensure price and quality of cleaning products are maximized. Keep abreast of "green" cleaning products to provide a more environmentally friendly workplace (Tennis Center only).
  - Prepare a work schedule for all custodial staff and ensure that all work shifts are adequately covered and work shifts are distributed equally (Tennis Center only).
  - Set up and/or breakdown programming space as required by facility and recreational staff. This includes but not limited to lifting and arranging chairs and tables and moving
- **Facility improvements**
  - Assist with planning capital improvement, provide technical specifications, monitor contractor's performance and quality of work.
  - Perform in-house improvement projects as needed.
  - Assist the Parks Department with the annual winter lights set-up.
  - Review all facility renovation and construction plans with the Building Engineer, Superintendent of Enterprise Operations or Superintendent of Parks and Maintenance.
- **Communication and collaboration within department and other departments**
  - Communicate effectively with other departments: Administrative Office, Front Desk, Programming and other Park District departments.
- **Safety of staff and participants**
  - Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
  - Perform all the periodic PDRMA checklists and prepare records for the safety audit.

### **Education, Experience & Training:**

- Minimum 4 years of work experience in the construction trades, including HVAC, electrical, plumbing, and framing and drywall.
- Bachelor's Degree in Parks and Recreation, trade school or equivalent experience is preferred.
- Knowledge of computers with experience in Microsoft Excel and Word as well as service request software.
- A valid Illinois State Driver's License is required.
- First Aid, CPR and AED, Confined Space, Respirator, and Scissor Lift training certification is required within six months from date of hire. Training will be provided by the Park District.

### **Benefits Include:**

- Paid Time Off
- Medical, Dental, and Vision Insurance
- Medical and Dependent Care Flexible Spending Accounts Group Term Life & AD&D Insurance
- Voluntary Life Insurance
- IMRF Pension Plan
- Voluntary Long Term Care Insurance
- 457(b) Retirement Savings Plan

- Sick Bank
- Continuing Education Assistance
- Employee Assistance Program
- Central Park Campus Membership for you and your family members living in your household

**THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the ADA coordinator, Brian DeWolf, at (630) 645-9527.

**Bilingual Candidates Encouraged to Apply.**

Interested applicants please apply here: **Full-Time Building Engineer (Tennis Center)**